

# Southern Lightning Engineers Limited

Unit D2/1, Bearsted Green Business Centre, The Green, Bearsted, Maidstone, Kent. ME14 4DF

## **Document Disposal Policy**

**Issue Date: 09 July 2018**

<b>Issue Date:</b> 28/06/2018 <b>Issue: 1</b>	<a href="#"><u>Southern Lightning Engineers Limited</u></a>	<b>General Data Protection  Document Disposal Policy</b>
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For compliance with General Data Protection Regulation it is important for Southern Lightning Engineers Limited to have a record of what has been destroyed, when, why and on whose authority.

This is a step by step guide, which should be followed before any records are destroyed.

Note:

- Although the retention date will provide the basis for your selection and decision-making process, also be aware that the date only defines minimum retention periods. Be prepared to consider any special circumstances which may alter the situation for individual records (for example, any record which is the subject of an ongoing investigation request should not be destroyed, even if it is due for destruction according to the retention date)
- Subject to the considerations above, ensure all copies of records dates for destruction are destroyed (including those stored off-site, or electronic records stored on back-up tapes or servers)
- Ensure records are destroyed in a confidential and non-recoverable manner (e.g., cross-shredding of paper records)
- The disposal of each department’s core business records (both paper and electronic) must be controlled by retention dates and should be managed by designated records administrators

**Step 1**

**Complete a Record Inventory Form**

It is important to understand where and how all records are used and stored.

Record administrators should be asked to record details.

**Step 2**

**Identify records for destruction against the records retention and disposal dates.**

Identified records must be added to a record destruction form (this will provide evidence of lawful destruction)

**Step 3**

**Once approval from a Manager has been obtained via Signature – Destroy the Records**

- Destroy records using appropriate method.

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- ALL CONFIDENTIAL RECORDS MUST BE CROSS SHREDDED OR OTHERWISE RENDERED UNREADABLE.
- Non-confidential records can be disposed of by putting them in paper & cardboard recycling bins.
- When you delete an electronic file, ensure that it has been deleted from your electronic recycle bin and from any local backup sources (e.g. USB memory sticks etc).

<b>Records Management</b> <b>RECORDS DESTRUCTION FORM</b>	Page ____ of ____
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Department Name:		Total No. of Boxes/Bags:
Date:	Office Address:	Telephone:

**CAUTION:** A record may not be destroyed if any litigation, claim, negotiation, audit, freedom of information request, administrative review, or other action involving the record is initiated before the expiration of the retention period. The record must be retained until completion of the action and the resolution of all issues that arise from it, or until the expiration of the retention period, whichever is later.

Required Approval		Departmental Destruction
Senior Records Administrator	Date	Date of Records Destruction:
Department Head	Date:	Destruction Method: Shredding        ____ Discard            ____ Outside Vendor    ____
		Destruction Witness:



